

# *The Workforce Investment Council*

## *of the District of Columbia*



### **Executive Committee Meeting Summary Notes for Wednesday June 14, 2006**

**Executive Committee Members Present:** Barbara Lang, DCWIC Chair; Stanly Jackson, Deputy Mayor/Planning & Economic Development; Tony Lewis, President, Verizon; Fred Kramer, Marriott International; Tina Sinclair for Gregory Irish, DOES Director; Mario Acosta, MAVC Strategic Consulting; William Pollard, President, UDC; Joan Kuriansky, Director, WOW; Kate Jesberg, DHS Interim Director; Robert Kight, DCPS Career and Technical Education Division representing Dr. Janey, Superintendent/DCPS; Bill Dean, President of M.C. Dean; Jos Williams, AFL-CIO; **DCWIC Staff:** Keith Mitchell, Executive Director; Lillian Nazario, Program Analyst; **DCCC Staff:** Marco Aguilar, Chief of Staff

**Welcome & Opening of Meeting:** Ms. Lang welcomed members and called the meeting to order at 10:10 a.m. Following introductions Ms. Lang thanked Pepco representatives for hosting the DCWIC meeting, and called for others members to volunteer to be a host for upcoming(s) quarterly meetings.

**Approval of Minutes:** The chair called for members to review minutes of the May 06' meeting and motion to approve. Discussion took place relating the DCWIC Budget and expenditures for FY06 ending September 30, 2006. Following discussion, the chair called for approval and adoption. The minutes were adopted as presented following a majority vote.

**DCWIC Executive Directors Report:** Keith provided a brief overview of the following:

- Meetings attended during the month
  - DCWIC's Training Provider Initiative workgroup
  - DOL State Leadership Meeting
  - Rededication/CVS/south capitol One Stop Center
  - Councilmember Patterson/Perry School inquiry [following extensive discussion, it was agreed that DCWIC staff should not attend meeting with city council members, or other representative that may have room for being question...]
- Initiatives currently underway
  - DCWIC's certification of District Training Providers
  - Aggressive expenditure of the FY06 DCWIC funds [following intensive discussion, it was agreed that no DCWIC funds should remain un-expended or returned; Members called for a financial report to include all projects and expenses for the Fiscal year ending on September 30, 2006]
- Upcoming Meetings
  - Capturing & reporting information on self-service participation
  - Economic development cluster meeting
  - State education agency on adult education
  - DOL's Workforce Innovations conference
- Up coming initiatives & workgroup(s) activities
  - CSOSA employment initiative
  - Training Provider Policy Development workgroup: Keith provided members with overview of the DCWIC's responsibility for the selection, certification and recertification of training providers under the Workforce Investment Act. The workgroup includes Robert Kight, Joan Kuriansky and Keith met on June 6<sup>th</sup>. Following group discussions, it was agreed that additional information on data, performance and monitoring is needed to make accurate recommendations
  - BOT's health care workforce enterprise

**Action Items:** As a result of Keith's report the following actions were requested:

- The Chair requested a revised format of the DCWIC budget to include the actual "draw down" expenditure process and projected and encumbered expense report
- The Chair following the appointment of the DCWIC treasurer, will establish a work group to work with Keith in developing the FY07 budget

# *The Workforce Investment Council*

*of the District of Columbia*

- Report on regional training provider policies and soft skills training for demand occupations and pre-apprentice and apprentice training

## **DCWIC Chair's Report:**

- **DCWIC FY07 Budget review:** Ms. Lang shared with members the DCWIC FY'07 Budget presentation that was discussed with Deputy Mayor Jackson and it was concluded that the request was reasonable and well designed. It was felt that the request would be available through federal and local resources. Mr. Jackson assured the chair that the FY07 DCWIC budget would be funded as agreed upon and that he was committed to making this happen.
- **DCWIC's Facilitated Strategic Planning Results Presentation:** Ms. Lang will provide an overview of the results of the DCWIC's Strategic plan for operations. Members will approve and vote on the plan at the next general board meeting schedule for June 15, 2006
- **Training Provider Certification:** Following extensive discussion, it was agreed to have a strategy for assessing performance built into the training provider policy; identify what occupations currently in demand do not have training; soft skills training and the ITA process and selection
- **Nomination of new DCWIC Officers:** Ms. Lang indicated that the new nominations were presented for approval by the DPM&ED and submission to DC Boards & commission for procession.
- **DCWIC Election of Officers:** Ms. Lang presented the slate nominating the DCWIC's Executive body members in preparation for the election of officers on 6/15/06
- **DCWIC's UDC/DOES MOU:** Mr. Pollard provided an overview of the MOU in the process of being completed to include the initial assessment; training in top priority/demand occupations as specified by DCWIC/DOES; UDC recruitment within One Stop Centers; additional discussion was tabled for the next executive committee meeting schedule for July

## **Action Items:**

- Follow-up with Deputy mayor Jackson on the approved DCWIC FY07 budget
- Financial work group
- Establishment of Committee Chairs and appointment of the DC Youth Investment Council
- Way to Work legislation/Job Bank funding designation

**Closing Remarks:** The Chair indicated that at the next meeting, she would establish the new DCWIC Committee Structure and appoint the committee chairs.

**Adjournment:** The meeting adjourned at 11:30am

## **DCWIC Actions, Motions and Recommendations:**

- Motion to approve DCWIC's May 2006 minutes (adopted 6-14-06)
- Election of DCWIC Officer Nominating (adopted 6-14-06)

## **Handouts:**

- DCWIC Budget vs. Actual Expenditures Oct 2005 – September 2006
- DCWIC's Facilitated Strategic Planning Results power-point
- DCWIC new member recommendation
- DCWIC's ballot for election of officers

**Swearing in of New Members:** Reminder to those members that have not been sworn in must contact Mr. Ronald Collins at the DC Office Boards and Commissions on 202-727-1372.

**The next Executive Committee meeting is scheduled for August 5<sup>th</sup>, 2006 at the DC Chamber of Commerce, 1213 K Street NW, Washington,**